

EMPLOYMENT OPPORTUNITY ANNOUNCEMENT

DEPARTMENTS OF THE ARMY AND AIR FORCE
OFFICE OF THE ADJUTANT GENERAL
NORTH CAROLINA NATIONAL GUARD
HUMAN RESOURCES OFFICE
4105 REEDY CREEK ROAD
RALEIGH, NORTH CAROLINA 27607-6410

ANNOUNCEMENT #: ARNGT 05-237

OPENING DATE: 19 August 2005

CLOSING DATE: 19 September 2005

ANTICIPATED FILL DATE: 16 Oct 05

POSITION TITLE AND NUMBER

Budget Officer, PDCN 70477000
MD #: 1523-301L

UNIT/ACTIVITY AND DUTY LOCATION

United States Property and Fiscal Office
(USPFO), NCARNG
Raleigh, North Carolina

GRADE AND SALARY (Includes Locality Pay of 11.72%)

GS-0560-12 \$60,576.00 - \$78,745.00 per annum

EMPLOYMENT STATUS

Excepted Service

WHO CAN APPLY: The area of consideration for this announcement is the Statewide. Applications will only be accepted from current Excepted employees of the North Carolina National Guard, current military members of the North Carolina National Guard and any person that is eligible and willing to enlist in the North Carolina Army National Guard.

HOW TO APPLY: Interested applicants may apply by submitting an Application for Federal Employment (Standard Form 171), Optional Application for Federal Employment (Optional Form 612), resume or any other form of application. It is **REQUIRED** that the Knowledge, Skills and Abilities (KSA) listed below be addressed and attached to the application. The application and KSA Statement should be mailed to the North Carolina National Guard, ATTN: OTAGNC-HRO, 4105 Reedy Creek Road, Raleigh, NC 27607-6410, to be received not later than the close of business on the above indicated closing date. **NOTE:** Information that must be provided when applying for a technician position is as follows: announcement number; name; address; telephone number; social security number, date of birth; citizenship; education; work experience; and other job-related qualifications. For more information, call 1-800-621-4136 ext. 6172/6431. Faxed or E-mailed copies will not be accepted.

QUALIFICATION REQUIREMENT: Must have 36 months specialized experience which demonstrates that the applicant has acquired the below listed KSA's.

KNOWLEDGE, SKILLS ABILITIES (KSA'S)

Below are listed the KSA's for this position. Applicants **MUST** address each KSA individually in paragraph format by explaining any civilian and military work experience (**WITH DATES**) that provided that KSA. It is **REQUIRED** that this statement be attached to the application. Failure to do so will result in the applicant not being considered for this position. For more information or assistance, call **1-800-621-4136 ext. 6172/6431.**

1. Knowledge of Department of the Army and the National Guard laws, regulations, policies, procedures and precedents that pertain to the budget analyst function.
2. Ability to work effectively under pressure of tight time frames and rigid deadlines.
3. Skill in the identification, analysis, and resolution of a range of budgetary problems.
4. Knowledge of goals, objectives, workforce composition, work methods which apply to assigned organizations and programs.
5. Ability to prepare a variety of reports covering the status of funds, expenses, and obligations.

CONDITION OF EMPLOYMENT: 1. Occupants of this position must maintain continuous military membership in the North Carolina Army National Guard (NCARNG). NCARNG status (military grade, MTOE or TDA assignment, MOS/SSI, military unit) and experience must be entered on the application. The recommended applicant **will not** be approved for appointment until they occupy a compatible MOS in the NCARNG shown under Military Assignment on the reverse side of this announcement. 2. The applicant selected for this position will be **required** to participate in the Direct Deposit/Electronic Fund Transfer Program.

MILITARY ASSIGNMENT: Assignment to a compatible Officer position in the NCARNG is mandatory. [Off: 45

SECURITY CLEARANCE: Non Critical sensitive

EVALUATION FACTORS USED: Personal interviews, review of application and the KSA Statement.

PRINCIPAL DUTIES AND RESPONSIBILITIES: This position is located in the Comptroller Division of the USPFO. Position serves as the Budget Officer for the ARNG. It is the top technical authority on matters of budgetary policy, law and regulations for the ARNG in assigned states. Authorizes or disapproves funding requests and obligations and expenditure of funds on the basis of interpretation of laws, regulations or policy. Exerts a strong influence on the discretionary use of funds by line managers through advice and recommendation. Formulates the budget for the ARNG within the state assigned by preparing detailed analysis and estimates of annual funding requirements by contacting the proper managers within the state to determine their requirements for funds. Gathers, compares, and correlates information about past, current and future programs with projected costs of operation. Prepares the budget requests in a manner consistent with that required by the Budget Office of the NGB. Coordinates with program managers and prepares justification for the expenditure of funds by each organization for presentation to the Budget Office of the Guard Bureau. Is responsible for the execution of the budget by distributing quarterly and annual allotments and sub-allotments to each organization. Allocation of funds is based on appropriations from the Army and other DoD agencies as well as expected reimbursement from state and other federal agencies for services performed. Reprograms money frequently based on changing needs of the various organizations serviced, this is based on requests from program managers in the various units for previously unfunded programs or as costs may have exceeded previous allotments. Analyzes requests and determines where money can be best used. Prepares requests for additional funds from NGB based on changing requirements if the program cannot be covered by transferring funds between the various units or accounts within the state. Develops and implements procedures and directives concerning the preparation and execution of the operating budget and fiscal plans. Prepares directives and interpretation of federal and NGB directives for use by program managers within the state in the preparation of budget requests and reporting expenditure of funds. Trains fund managers in financial management principles and techniques and responsibilities of managing federal funds. Performs other duties as assigned.

INSTRUCTIONS TO COMMANDERS/SUPERVISORS: This position vacancy announcement will be given the broadest possible dissemination. A copy of this announcement will be posted to your unit/activity bulletin board.

ADDITIONAL INSTRUCTIONS: 1. Participants in the Selected Reserve Incentive Program will be administered as prescribed by NGB Pamphlet 690-15. 2. Applicants are requested to identify, on a separate sheet of paper, their race and national origin from one of the following categories: Male or female; American Indian or Alaskan native; Asian or Pacific islander; Black, not of Hispanic origin; Hispanic; White, not of Hispanic origin. Submission of this information is voluntary and will be used in support of the NCNG Equal Employment and Affirmative Action Programs. 3. Relocation expenses for current federal employees may not be paid. Applicants will be advised in writing at the interview. 4. Males born on or after 1 January 1960 must be registered with the selective service in order to be considered for federal employment.

DISTRIBUTION: A, B, C-2, G-25, H-3, J-3, K-3, M, N-12, P-9, Q, W-2, Y-2, R: HRO-1, AGAV-1, AGCS-3, DCSANG-1, DCSLOG/G4-4, DCSOI-3, DCSPER-3, FMCB-2, IG-1, SCSM-1, SRAA-1, VCSOP-1

INFORMATION SUBMITTED WILL BE USED ONLY IN ACCORDANCE WITH THE PRIVACY ACT OF 1974

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